

Guidelines to Training Provided by The Department of Health/Child and Adolescent Mental Health Division (DOH/CAMHD)

PLEASE NOTE:

- 1) Effective immediately, DOH/CAMHD will use the web as the primary means of notifying DOH, DOE, DHS, Family Court, Providers, Families and others about Cross-Systems Training and other training provided by CAMHD. For updates to these trainings, including cancellation of classes and changes in class dates, times and locations, please check the following web site:

www.state.hi.us/doh/felix/dev.html

To view the schedule of trainings on the above web site, you must first download the free version of Adobe Acrobat Reader (version 5.0 or higher). This takes about five minutes. Please go to the above web site and click on the Adobe Acrobat button at the top of the first screen and follow the instructions for the download process.

PLEASE NOTE: If your computer currently has Adobe Acrobat Reader in a version lower than 5.0, you must first delete that version from your computer before downloading the free 5.0 version of Adobe Acrobat Reader. Otherwise, you will not be able to view and print copies of the trainings as they are listed on the above web site.

- 2) We are providing the attached schedule and registration form to you as the central contact person for your office/organization.

Please distribute the following materials to ALL appropriate staff in your office or organization so they will have the information they need in order to register:

- 1) A copy of these "Guidelines"
 - 2) A copy of the entire schedule for the training of interest
 - 3) A copy of the registration form
- 3) Due to limited resources, no water, refreshments, food or beverages of any kind will be provided at any of the training sessions.
 - 4) Lunch will be on your own.
 - 5) Pre-registration is required for all training sessions.

**** ONLY THOSE PEOPLE WHOSE REGISTRATION FORM IS RECEIVED BY CAMHD AT LEAST FIVE (5) WORKING DAYS BEFORE A TRAINING DATE ARE CONSIDERED PRE-REGISTERED.**

Only those people who are pre-registered may participate in a given training if there are more people who attend than the trainer can accommodate.

- 6) Because of the volume of training being offered, CAMHD will not call those who pre-register to confirm their registration. You will be notified **ONLY** if we are unable to register you for your requested training. Please check the web site listed above prior to the training date to ensure you have the most up-to-date information.
- 7) Training dates are subject to change and/or cancellation if we do not receive a sufficient number of registered participants to hold the class.

**** Please check the web site listed above the day before the training to ensure you have the most up-to-date information.**

- 8) If you will not be able to attend a training for which you have registered, please fax a notice about that to Rowan Tokunaga at 733-9875 (fax) at least 24 hours prior to the training date.
- 9) Each training session is structured to meet the needs of the target audience listed for that training. Please see the web site above for the target audience for each training. While trainers will try to be responsive to everyone who attends, they are not responsible for altering a training to meet the needs of those who are not a part of the target audience.
- 10) Plan to attend for the entire duration of the training. Participants must be present for the entire training, and must sign in AND sign out for each training day, to receive credit for successful completion of a training.

**** Please check the web site listed above the day before the training to ensure you have the most up-to-date information.**